



**KATHY HOCHUL**  
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**NYSERDA**

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Chair

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President and CEO

**Implementation Contractor for Workforce Development and Training Programs  
Request for Proposals RFP 5123**

**Proposals Due: Thursday, September 29, 2022 by 3:00 p.m. Eastern  
Time\***

NYSERDA's Workforce Development and Training Team seeks to secure a contractor to provide essential program implementation support and other related services for the full portfolio of workforce programs and across a host of program activities, including program design and direct project management. The contractor selected through this competitive solicitation will support the Workforce Team and will provide program implementation support and other related project procurement and management services, such as, but not limited to:

- Manage all of the implementation tasks associated with PON 4000 (Internship Program) and PON 3982 (On-the-Job Training) including, but not limited to, all day-to-day administration tasks associated with supporting applicants, processing applications, preparing contract execution documents, reviewing and approving invoices, program reporting and data gathering and analysis. NYSERDA typically supports approximately 200-220 business applicants a year for these two programs in addition to hundreds of interns. The contractor shall also assist with monitoring stakeholder feedback and recommending and implementing changes to the solicitations as needed.
- Assist with project management, data gathering, analysis and reporting of PON 3981 (EE and Clean Technology Training), PON 4463 (Career Pathway Training Partnerships for High Efficiency HVAC and Heat Pumps) and PON 3715 (Building Operations and Maintenance Workforce Training program) projects. The contractor will assist with management of approximately 65-75 projects from these three programs annually.
- Work with NYSERDA's other program teams (e.g., Clean Heating & Cooling, Multifamily) and its support teams (e.g., IT, Strategic Operations, Marketing, Salesforce) to help ensure internal and customer-facing processes and procedures are streamlined and working efficiently and effectively.
- Support the Workforce Team, including its Senior Advisor, as it focuses on DEI initiatives, including those within DACs and with MWBE and SDVOBE.
- Support strategy development and implementation for technology and sector areas, including Offshore Wind (OSW) solicitation(s) and assist with supporting the Offshore Wind Training Institute.
- For all programs, prepare case studies and presentations; manage website development; support outreach and stakeholder engagement activities; support marketing efforts and help to manage work done by marketing contractors; and perform other similar activities as needed.

- Provide technical support in existing and emerging clean energy technology areas, such as, but not limited to, hydrogen, energy storage, clean transportation, heat pumps, etc.

It is anticipated that NYSERDA will enter into a single standard agreement with the selected contractor. A contract will be issued for an initial three (3) year term with two options to renew for two (2) additional years, bringing the maximum term of the contract to seven (7) years.

**Proposal Submission:** Online submission is preferable. Proposers should submit entire proposal in one combined PDF file except for the Rate Schedule which can be submitted as a separate Excel attachment. The files should be 100MB or less in file size. Proposal PDFs should be searchable and should be created by direct conversion from MS Word, or other conversion utility. Files should not be scanned. For ease of identification, all electronic files must be named using the proposer's entity name in the title of the document. NYSERDA will also accept proposals by mail or hand-delivery if online submission is not possible. For detailed instructions on how to submit a proposal (online or paper submission), click the link "[Application Instructions and Portal Training Guide](https://www.nyserda.ny.gov/Funding-Opportunities/Current-Funding-Opportunities.aspx) [PDF]" located in the "Current Opportunities" section of NYSERDA's website (<https://www.nyserda.ny.gov/Funding-Opportunities/Current-Funding-Opportunities.aspx>).

No communication intended to influence this procurement is permitted except by contacting Adele Ferranti – primary contact (Designated Contact) at (518) 862-1090, ext. 3206 or by e-mail [Wfinfo@nyserda.ny.gov](mailto:Wfinfo@nyserda.ny.gov) or Davetta Thacher– secondary contact (Designated Contact) at (518) 862-1090, ext. 3603 or by e-mail [Wfinfo@nyserda.ny.gov](mailto:Wfinfo@nyserda.ny.gov) (for technical questions). If you have contractual questions concerning this solicitation, contact Nancy Marucci (Designated Contact) at (518) 862-1090, ext. 3335 or [NancySolicitations@nyserda.ny.gov](mailto:NancySolicitations@nyserda.ny.gov). Contacting anyone other than the Designated Contacts (either directly by the proposer or indirectly through a lobbyist or other person acting on the proposer's behalf) in an attempt to influence the procurement: (1) may result in a proposer being deemed a non-responsible offeror, and (2) may result in the proposer not being awarded a contract.

**\* All proposals must be received by 3 p.m. Eastern Time on the date noted above. Late, faxed, or emailed proposals will not be accepted.** Incomplete proposals may be subject to disqualification. It is the proposer's responsibility to ensure that all pages have been included in the proposal. Please note, for online submission, there are required questions that you will have to answer in addition to uploading attachments and you should allot at least 60 minutes to enter/submit proposals. The online proposal system closes promptly at 3 p.m. Eastern Time, files in process or attempted edits or submission after 3 p.m. Eastern Time on the date above, will not be accepted. If changes are made to this solicitation, notification will be posted on the "Current Opportunities" section of NYSERDA's website (<https://www.nyserda.ny.gov/Funding-Opportunities/Current-Funding-Opportunities.aspx>).

## I. Introduction

Workforce development and training are essential components to a bustling 21st century economy and a cleaner, healthier New York. To meet the requirements of a clean energy economy as outlined in the Clean Energy Fund (CEF) and the Climate Leadership and Community Protection Act (Climate Act), NYSERDA had dedicated more than \$120 million in funding to support clean energy workforce development and training with the ultimate goal of advancing clean energy innovation and investments to combat climate change, improve the health, resiliency, and prosperity of New Yorkers, and deliver benefits equitably to all. Workforce programs serve numerous audiences, including existing workers, new workers, and trainers, with special focus on advancing the skills of members of [Disadvantaged Communities](#) and [Priority Populations](#).

With four (4) unique program opportunities currently open and other initiatives anticipated, our funding supports activities as diverse as:

[Workforce Training – Building Operations and Maintenance \(PON 3715\)](#)

- Training for building and operations staff to properly operate and maintain building systems.

[Energy Efficiency and Clean Technology Training \(PON 3981\)](#)

- Curriculum development to meet the demands of clean energy employers.
- Creation of a sustainable talent pipeline that can reduce the business cost of hiring new workers;

[On-the-Job Training for Energy Efficiency and Clean Technology \(PON 3982\)](#)

- On-the-job training for new workers at energy efficiency and clean technology businesses.

[New York State Clean Energy Internship Program \(PON 4000\)](#)

- Internships for students looking to gain hands-on skills at a clean energy company.

NYSERDA's Workforce Development and Training Team seeks to secure a contractor to provide essential program implementation support and other related services for the full portfolio of Workforce programs and across a host of program activities, including direct project management.

## **II. Program Requirements**

### **Specific Program Requirements and Scope of Services Requested**

The contractor will provide program implementation support and other related project acquisition and management services, as highlighted above and further defined in Attachment C: Sample Statement of Work.

- Manage all of the implementation tasks associated with PON 4000 (Internship Program) and PON 3982 (On-the-Job Training) including, but not limited to, all day-to-day administration tasks associated with supporting applicants, processing applications, preparing contract execution documents, reviewing and approving invoices, program reporting and data gathering and analysis. NYSERDA typically supports approximately 200-220 business applicants a year for these two programs in addition to hundreds of interns. The contractor shall also assist with monitoring stakeholder feedback and recommending and implementing changes to the solicitations as needed.
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- Work with NYSERDA's other program teams (e.g., Clean Heating & Cooling, Marketing) and its support teams (e.g., IT, Strategic Operations, Marketing, Salesforce) to help ensure internal and customer-facing processes and procedures are streamlined and working efficiently and effectively.
- Support the Workforce Team, including its Senior Advisor, as it focuses on DEI initiatives, including those within DACs and with MWBE and SDVOBE.
- Support strategy development and implementation for technology and sector areas, including Offshore Wind (OSW) solicitation(s) and assist with supporting the Offshore Wind Training Institute.
- For all programs, prepare case studies and presentations; manage website development; support outreach and stakeholder engagement activities; support marketing efforts and help to manage work done by marketing contractors; and perform other similar activities as needed.
- Provide technical support in existing and emerging clean energy technology areas, such as, but not limited to, hydrogen, energy storage, clean transportation, heat pumps, etc.

## **Contract Term**

The contractor selected through this competitive solicitation will support the Workforce Team over an initial three (3) year term with two options to renew for two (2) additional years, bringing the maximum term of the contract to seven (7) years.

## **Program Eligibility**

Proposers cannot have current contracts under the funding opportunities listed in *Section I – Introduction*. The selected contractor will be ineligible to participate in future rounds of the aforementioned funding opportunities for the full term of the contract.

## **Proposer Qualifications**

- Proposer must have demonstrated experience with program implementation and project management.
- Proposer must have familiarity with workforce issues faced by employers of workers who are part of the clean energy economy.
- Proposer must have familiarity with the New York State Climate Act and New York City rules, regulations and local laws that affect the City's building owners and property managers.

## **Contractor's Responsibility**

Confidential and proprietary customer information shared with the selected contractor while providing services is to be kept confidential by the selected contractor. Such information is not to be shared with other parties or used by the contractor for any purpose outside of the Scope of Services.

## **Program Policy Factors**

Additionally, NYSERDA reserves the right to accept or reject proposals based on the following factors:

- The degree to which the proposer has the resources (human and financial) to provide the requested services;
- The degree to which pricing and hourly rates are in line with the rest of the market;
- The degree to which the proposal directly addresses NYSERDA's mission and strategic goals;
- Programmatic nature and number of awards previously made to the proposer;
- The proposer's demonstrated commitment to diversity;
- Past performance under prior NYSERDA contracts.

## **III. Proposal Requirements**

### **Proposal Format/Outline**

The proposal should be submitted in **one combined PDF file** except for the Rate Schedule which can be submitted as a separate Excel attachment. The proposal should include the following sections:

#### ***Executive Summary (2-3 pages)***

In this section, proposers must summarize and exhibit a thorough understanding of this RFQ and the general approach to supporting and delivering the services requested.

Proposers must summarize why NYSERDA should select the proposer's firm by including a list or summary of specific services they can provide, as well as any acknowledgements or accolades recently received.

If the proposer is not based in New York State, discuss the mechanism which will guarantee its ability to deliver services in New York State in a cost-effective manner.

### ***Statement of Work***

A Sample Statement of Work is included as an attachment for your reference in the Sample Agreement. Proposers should submit a similar Statement of Work customized for their organization and are encouraged to build upon the stated tasks and/or deliverables if the additions would strengthen the quality of the work being performed.

### ***Proposer's Past Experience***

Provide a description of your firm's relevant or related past or current program implementation services delivered to NYSERDA, utility companies, or other similar organizations. Include details relative to the tasks in *Section II, Specific Program Requirements and Services Requested* if these services have been delivered. List key personnel and their respective involvement on the past or current program implementation experiences. Although not required, you may include Letters of Recommendation from past or present customers.

### ***Staffing Plan and Experience of Key Personnel***

In this section, proposers must provide documented ability to perform the program implementation services requested by NYSERDA.

Provide a description of the responsibilities of each key person in the execution of the proposed staffing plan. Services should be accomplished with a weighted combination of staff (e.g., principal, senior, junior, technical, administrative, and clerical staff) to minimize the total cost of services. Include a description of the experience and qualifications of each of the key personnel. Identify the main point of contact and their experience in project management, staff management and program development.

Resumes of key personnel highlighting relevant experience should be included as appendices. Individual resumes shall not exceed two (2) pages. Please include an organization chart showing the relationship among all personnel. It is preferred that individuals (within proposing firms) have strong oral and written communication and presentation skills; a minimum of three (3) years' experience in project development and/or management; and are familiar with the energy and/or workforce development fields.

All individuals involved in the proposal must be free from any financial interest in any product or service which may conflict with or appear to conflict with the objectivity of the services provided to NYSERDA and its customers. If any such affiliations exist, please describe them, and verify that they do not conflict with the objectivity provided to NYSERDA and its customers. The selected contractor will not be allowed to provide services on projects where they would be reviewing or validating their own work.

Proposers may be asked to include a listing of all current contracts with NYSERDA and how conflict between contracts will be avoided.

### ***Appendices***

The Appendix must include resumes of key personnel as described above. Additional appendices may be included if they are necessary for evaluation of the proposal.

### ***Rate Schedule***

Proposers must prepare a Rate Schedule using the template (Attachment A below) as a separate Excel attachment. The Rate Schedule must include billing rates for all positions listed in the staffing plan and any additional positions that might be involved during the course of the effort. The Rate Schedule may include billing rate annual escalations.

## **IV. Proposal Evaluation**

Proposals that meet solicitation requirements will be reviewed by a Scoring Committee using the Evaluation Criteria below **listed in order of importance**. At NYSERDA's discretion, proposers may be requested to interview with all or part of the Scoring Committee to address any potential questions or clarifications outlined in the proposals. Proposers will be notified if they are requested to attend an interview.

### Staffing Plan and Experience of Key Personnel

Does the proposer, including team members, have the demonstrated ability to perform the work described in the Statement of Work? Does the proposer have expertise with program implementation and project management? Does the proposer have familiarity with workforce issues faced by businesses which are part of the clean energy economy? (40 points)

### Rate Sheet

Are the proposed labor rates reasonable with respect to the qualifications of key personnel? Are the labor rates reasonable when compared with similar proposers? (35 points)

### Proposer's Past Experience

Have the proposer's key personnel delivered relevant or related past or current program implementation and project management services to NYSERDA, utility companies, or other organizations? (15 points)

### Statement of Work

Are tasks in the Statement of Work appropriate to the work that is being requested? Are deliverables clearly stated? (10 points)

## **GENERAL CONDITIONS**

**Proprietary Information** - Careful consideration should be given before confidential information is submitted to NYSERDA as part of your proposal. Review should include whether it is critical for evaluating a proposal, and whether general, non-confidential information, may be adequate for review purposes. The NYS Freedom of Information Law, Public Officers law, Article 6, provides for public access to information NYSERDA possesses. Public Officers Law, Section 87(2)(d) provides for exceptions to disclosure for records or portions thereof that "are trade secrets or are submitted to an agency by a commercial enterprise or derived from information obtained from a commercial enterprise and which if disclosed would cause substantial injury to the competitive position of the subject enterprise." Information submitted to NYSERDA that the proposer wishes to have treated as proprietary, and confidential trade secret information, should be identified and labeled "Confidential" or "Proprietary" on each page at the time of disclosure. This information should include a written request to except it from disclosure, including a written statement of the reasons why the information should be excepted. See Public Officers Law, Section 89(5) and the procedures set forth in 21 NYCRR Part 501 <https://www.nyserda.ny.gov/About/-/media/Files/About/Contact/NYSERDA-Regulations.ashx>. However, NYSERDA cannot guarantee the confidentiality of any information submitted.

**Omnibus Procurement Act of 1992** - It is the policy of New York State to maximize opportunities for the participation of New York State business enterprises, including minority- and women-owned business enterprises, as bidders, subcontractors, and suppliers on its procurement Agreements.

Information on the availability of New York subcontractors and suppliers is available from:

Empire State Development  
Division for Small Business  
625 Broadway  
Albany, NY 12207

A directory of certified minority- and women-owned business enterprises is available from:

Empire State Development  
Minority and Women's Business Development Division  
625 Broadway  
Albany, NY 12207

**State Finance Law sections 139-j and 139-k** - NYSERDA is required to comply with State Finance Law sections 139-j and 139-k. These provisions contain procurement lobbying requirements which can be found at <https://online.ogs.ny.gov/legal/lobbyinglawfaq/default.aspx>. Proposers are required to answer questions during proposal submission, which will include making required certification under the State Finance Law and to disclose any Prior Findings of Non-Responsibility (this includes a disclosure statement regarding whether the proposer has been found non-responsible under section 139-j of the State Finance Law within the previous four years).

**Tax Law Section 5-a** - NYSERDA is required to comply with the provisions of Tax Law Section 5-a, which requires a prospective contractor, prior to entering an agreement with NYSERDA having a value in excess of \$100,000, to certify to the Department of Taxation and Finance (the "Department") whether the contractor, its affiliates, its subcontractors and the affiliates of its subcontractors have registered with the Department to collect New York State and local sales and compensating use taxes. The Department has created a form to allow a prospective contractor to readily make such certification. See, ST-220-TD (available at [http://www.tax.ny.gov/pdf/current\\_forms/st/st220td\\_fill\\_in.pdf](http://www.tax.ny.gov/pdf/current_forms/st/st220td_fill_in.pdf)). Prior to contracting with NYSERDA, the prospective contractor must also certify to NYSERDA whether it has filed such certification with the Department.

The Department has created a second form that must be completed by a prospective contractor prior to contracting and filed with NYSERDA. See, ST-220-CA (available at [http://www.tax.ny.gov/pdf/current\\_forms/st/st220ca\\_fill\\_in.pdf](http://www.tax.ny.gov/pdf/current_forms/st/st220ca_fill_in.pdf)). The Department has developed guidance for contractors which is available at <http://www.tax.ny.gov/pdf/publications/sales/pub223.pdf>.

**Contract Award** - NYSERDA anticipates making one award under this solicitation. NYSERDA anticipates a contract duration of three (3) years with two options to renew for two (2) additional years, bringing the maximum term of the contract to seven (7) years, unless NYSERDA management determines a different structure is more efficient based upon proposals received. A contract may be awarded based on initial applications without discussion or following limited discussion or negotiations pertaining to the Statement of Work. Each proposal should be submitted using the most favorable cost and technical terms. NYSERDA may request additional data or material to support applications. NYSERDA will use the Sample Agreement to contract successful proposals. NYSERDA may at its discretion elect to extend and/or add funds to any project funded through this solicitation. NYSERDA reserves the right to limit any negotiations to exceptions to standard terms and conditions in the Sample Agreement to those specifically identified in the checklist questions. Proposers should keep in mind that acceptance of all standard terms and conditions will generally result in a more expedited contracting process. NYSERDA expects to notify proposers in approximately (10) weeks from the proposal due date whether your (proposal/application) has been selected to receive an award. Upon receipt of this notification, a proposer can request to schedule a debrief on the selection process and the strengths and weaknesses of its proposal by contacting Adele.Ferranti@nyserda.ny.gov. NYSERDA may decline to



contract with awardees that are delinquent with respect to any obligation under any previous or active NYSERDA agreement.

**Limitation** - This solicitation does not commit NYSERDA to award a contract, pay any costs incurred in preparing a proposal, or to procure or contract for services or supplies. NYSERDA reserves the right to accept or reject any or all proposals received, to negotiate with all qualified sources, or to cancel in part or in its entirety the solicitation when it is in NYSERDA's best interest. NYSERDA reserves the right to reject proposals based on the nature and number of any exceptions taken to the standard terms and conditions of the Sample Agreement. NYSERDA reserves the right to disqualify proposers based upon the results of a background check into publicly available information and the presence of a material possibility of any reputational or legal risk in making of the award.

**Disclosure Requirement** - The proposer shall disclose any indictment for any alleged felony, or any conviction for a felony within the past five years, under the laws of the United States or any state or territory of the United States and shall describe circumstances for each. When a proposer is an association, partnership, corporation, or other organization, this disclosure requirement includes the organization and its officers, partners, and directors or members of any similarly governing body. If an indictment or conviction should come to the attention of NYSERDA after the award of a contract, NYSERDA may exercise its stop-work right pending further investigation or terminate the agreement; the contractor may be subject to penalties for violation of any law which may apply in the particular circumstances. Proposers must also disclose if they have ever been debarred or suspended by any agency of the U.S. Government or the New York State Department of Labor.

**Vendor Assurance of No Conflict of Interest or Detrimental Effect** - The proposer shall disclose any existing or contemplated relationship with any other person or entity, including any known relationships with any member, shareholders of 5% or more, parent, subsidiary, or affiliated firm, which would constitute an actual or potential conflict of interest or appearance of impropriety, relating to other clients/customers of the proposer or former officers and employees of NYSERDA, in connection with proposer's rendering services as proposed. If a conflict does or might exist, please describe how your company would eliminate or prevent it. Indicate what procedures will be followed to detect, notify NYSERDA of, and resolve any such conflicts.

The proposer must disclose whether it, or any of its members, or, to the best of its knowledge, shareholders of 5% or more, parents, affiliates, or subsidiaries, have been the subject of any investigation or disciplinary action by the New York State Commission on Public Integrity or its predecessor State entities (collectively, "Commission"), and if so, a brief description must be included indicating how any matter before the Commission was resolved or whether it remains unresolved.

**Public Officers Law** – For any resulting awards, the Contractor and its subcontractors shall not engage any person who is, or has been at any time, in the employ of the State to perform services in violation of the provisions of the New York Public Officers Law, other laws applicable to the service of State employees, and the rules, regulations, opinions, guidelines or policies promulgated or issued by the New York State Joint Commission on Public Ethics, or its predecessors (collectively, the "Ethics Requirements"). Proposers are reminded of the following Public Officers Law provision: contractors, consultants, vendors, and subcontractors may hire former NYSERDA employees. However, as a general rule and in accordance with New York Public Officers Law, former employees of NYSERDA may neither appear nor practice before NYSERDA, nor receive compensation for services rendered on a matter before NYSERDA, for a period of two years following their separation from NYSERDA service. In addition, former NYSERDA employees are subject to a "lifetime bar" from appearing before any state agency or authority or receiving compensation for services regarding any transaction in which they personally participated, or which was under their active consideration during their tenure with NYSERDA.

Any awardee will be required to certify that all of its employees, as well as employees of any subcontractor, whose subcontract is valued at \$100,000 or more who are former employees of the State and who are assigned to perform services under the resulting contract, shall be assigned in accordance



with all Ethics Requirements. During the term of any agreement, no person who is employed by the contractor or its subcontractors and who is disqualified from providing services under the contract pursuant to any Ethics Requirements may share in any net revenues of the contractor or its subcontractors derived from the contract. NYSEDA may request that contractors provide it with whatever information the State deems appropriate about each such person's engagement, work cooperatively with the State to solicit advice from the New York State Joint Commission on Public Ethics, and, if deemed appropriate by the State, instruct any such person to seek the opinion of the New York State Joint Commission on Public Ethics. NYSEDA shall have the right to withdraw or withhold approval of any subcontractor if utilizing such subcontractor for any work performed would be in conflict with any of the Ethics Requirements. NYSEDA shall have the right to terminate any contract at any time if any work performed is in conflict with any of the Ethics Requirements.

**Due Diligence** – NYSEDA, at its discretion, may conduct broad due diligence to validate any or all elements of an application and to assess applicants' prospects of success, including gathering information to assess a proposal relative to any of the topics listed in evaluation criteria, whether or not such topic is explicitly addressed in a proposal. NYSEDA may conduct due diligence on some or all proposals based on NYSEDA's current guidelines at the time of a review. NYSEDA staff may follow up with proposers to request additional information or clarification regarding applicant's proposal, including questions regarding applicant's business prospects and resources, whether or not those questions are specifically related to the elements of the proposal. Additionally, customized due diligence may be conducted by internal or external staff or contractors based on questions on any proposal raised by NYSEDA staff and/or the Scoring Committee. Due diligence may include (but is not limited to): interviews of independent references and background checks of team members; assessment of prior business experience of any team member associated with a proposal; research on intellectual property claims; customer and partner reference checks; market research on the applicants' target market and any other related or possibly competitive technology or market area; research to validate any assumptions on current or future revenues, costs, capital needs, and financing prospects for proposers' business, including similar (or unrelated) technologies, processes, or competitive solutions; or any other research that could reasonably inform the evaluation of a proposal, or the prospects for commercial success of the proposers' business (whether directly related to, or unrelated to the specific elements in a proposal). Due diligence may include discussions with proposers' former and current business partners, employees, investors, customers, and competitors. Due diligence may be conducted by NYSEDA personnel or contractors including members of the scoring committee, before, during, or after a scoring process, and prior to finalization of a contract award, any information gleaned in diligence may be used to score or re-score a proposal or apply a program policy factor.

**EO 16 Protocols** – Pursuant to Executive Order No. 16 issued on March 17, 2022, all vendors responding to bids or contracting with New York State must certify, using the form provided as part of this solicitation, their status with regard to conducting business operations in Russia, and that any such business operations in Russia conducted on behalf of the vendor are determined to be permitted under any of the allowable exemptions. The term vendor is intended to encompass bidders prior to contract award, contractors who have received a contract award, contract assignees, or contractors for whom an extension to an existing contract is being pursued. Exemption decisions are in NYSEDA's sole discretion and are final decisions. NYSEDA reserves the right to solicit additional materials or information regarding the responses or materials provided by a vendor.

Pursuant to Executive Order No. 16, all vendors will be vetted to ensure that they are not on the federal sanctions list at <https://sanctionsearch.ofac.treas.gov/>. There is no waiver or exemption process for vendors appearing on the federal sanctions list.

The Executive Order remains in effect while sanctions imposed by the federal government are in effect. Accordingly, vendors who may be excluded from award because of current business operations in Russia are nevertheless encouraged to respond to solicitations to preserve their contracting opportunities in case sanctions are lifted during a solicitation, or after award in the case of some solicitations.

**V. Attachments:**

Attachment A – Rate Schedule

Attachment B – Standard Agreement and Sample Statement of Work